



## **Board of Directors Meeting Minutes**

May 3, 2007 1:30-4:00pm  
Secretary of State's Office  
1700 Broadway  
Blue Spruce Conference Room  
Denver, CO 80290

### **I. Call to Order: 1:39 p.m. Chairman Arrowsmith**

#### **A. Roll Call**

Present: Chairman Jack Arrowsmith, Bob Feingold, Roxy Huber, Senator Ron May, Rico Munn

Excused: Representative Cadman, Secretary Coffman, Evan Dreyer, Greg Jenik, Mike Locatis, Gerald Marroney, Don Mares

No quorum established

#### **Discussion:**

Rico Munn stated that he thought it was strange that the audience introduced themselves even though SIPA is a public entity and all meetings are public.

Chairman Arrowsmith replied that it was tradition of the board and sometimes they have new visitors. He asked Rico Munn if he thought they should not introduce themselves.

Rico Munn replied saying that he thought it was odd.

Richard Westfall stated that if someone did not want to say something they could definitely say so.

Senator May said this is the first time this has been brought up and it is also a tradition at the capitol for the audience to introduce themselves as a constituent and/or prospective customer. Senator May asked Rico Munn if he had heard of a problem from the SIPA audience.

Rico Munn responded that he is not raising a problem, he was just curious.

Richard Westfall said that he would have to test the legalities, and he could not tell with absolute certainty that all committees are not subject to the provision and the Open Meetings Law. The business of the Portal has to take place at a public meeting, and so it has been and always will be an open meeting.

***ACTION ITEM: Research introduction of audience and Open Meetings Law. Come back with more definitive information.***

Quorum was established - Greg Jenik and Secretary Coffman arrived

Chairman Arrowsmith stated that the board should move forward with the introduction of the audience, but to be sensitive and if there is anyone that wishes to not introduce themselves to be respectful.

#### **B. Introduction of Audience**

#### **Discussion:**

Roxy Huber stated that she would like the Board of Directors to recognize Tim Weber. He now works for Roxy and is her new Deputy in her new recent life change.

#### **C. Approval of April 5, 2007 Meeting Minutes of the SIPA Board of Directors.**

#### **Discussion:**

Senator May stated that on page 2 of the minutes under discussion, he would like to correct at least what he meant to say, under what system existed, that Portal was not involved in that bad data that went to the patrol.

**MOTION:** To approve the April 5, 2007 Meeting Minutes with corrections discussed.

Roxy Huber/Senator May

*Approved unanimously*

## **II. Committee Reports**

### **A. Business Committee, Bob Feingold**

Bob Feingold stated that the Business Committee did not meet, but the membership was confirmed and the current list is Jack Arrowsmith, Bob Feingold, Greg Jenik, Mike Coffman, Mike Locatis, Don Mares, Barbara Groth, Ron Ozga, and Gregg Rippey. Bob Feingold said that he had an opportunity to talk to most of the committee members to discuss the unfinished business of the Portal. He would like the board to consider establishing in conjunction with the department of the State, a one stop-shop Business Portal with Colorado.gov.

This was envisioned a long time ago, but there was no funding. Bob Feingold said there would be a huge benefit to Colorado and to the business community. An entrepreneur could go and be guided with the State government and complete everything from, regulations with the Secretary of State to getting tax structure and insurance. On a project like this, it may be a good idea to start looking at other states and translate to Colorado.

Bob Feingold stated that he thought the Business committee should see if such a thing is viable through a feasibility study, and ask members to discuss more after the meeting.

Chairman Arrowsmith asked whether Bob Feingold was asking for action now or for a report at the next meeting.

Bob Feingold replied that he would report back at next month's meeting.

Chairman Arrowsmith reminded the Board of Directors that any Board Member is welcome to participate with any committee and that they welcome all Members to do so. He also stated that since Michael Cooke was the Business Committee Chair before, he is suggesting that as acting Chair, he would ask Bob Feingold to be the Chair this afternoon.

Bob Feingold replied that he would be acting as Chair this afternoon and that this coming Wednesday there will be a Business Committee Meeting.

Senator May said that he had a discussion with Mike Locatis and John Conley in regard to a similar issue, with difficulty in name and address changes across the State. The Secretary of State, Revenue, etc, could use the one-stop-shop to change a citizen's name and that could be picked up or sent to the department in an organized manner. Senator May asked Bob Feingold if he could add that to his thought process.

Gregg Rippey stated that he has spent a lot of time with Bob Feingold about the Business Portal. It is not critical that Board Members participate and they do not have to be Board Members to be on the committee, but it would be great to have someone from each department to represent and participate with the committee.

### **B. Finance Committee, Gregg Rippey**

Gregg Rippey presented the Profit & Loss and Balance statements. The balance is the highest it has been and the GM Report will show that there are additional revenue applications that are starting to pick up. SIPA and CI continue to do a decent job with identifying revenue-generating

streams, and these are all citizen-benefiting services, such as Online Vehicle Registration Renewal (OVRR).

Gregg Rippey pointed out that it does look like there was a large payroll increase for both him and Kathy Gappinger, but it is because there were three pay rolls in the month. The month of June will see the same results.

Gregg Rippey stated that SIPA's retained earnings and net position is somewhere close to the \$450,000 as being the reserved number. He was going to talk to Secretary Coffman and project out the next July to July. SIPA has increased budget to SysTest Labs for load testing. Gregg Rippey asked as the time goes forward and money increases, what is the Boards' plan. He also asked if the excess money be used towards help on projects and resources with CI and agencies.

**Discussion:**

Senator May said that at the end of the legislative session, there are a lot of pink sheets with IT numbers that people do not even know about. There are some of them that may need some help. SIPA could help develop a list and then the Board could prioritize that list.

Gregg Rippey replied that he appreciates that and thinks there is a potential "mine-field" out there, if there is revenue available, but the truth in fiscal notes has not been pushed for years. Either way, the bill will still have to go through appropriations and see where it fits in The Long Bill, but SIPA should not be a targeted fund.

Senator May said that he agreed, but there are some systems that would be better targeted if they were delivered through Colorado.gov.

Gregg Rippey replied that through the CIO Forum, which he goes to monthly, SIPA is an agenda item. This is a critical communication piece and Gregg reports at this meeting. SIPA sends out the monthly GM Report so the CIOs know what is going on.

Chairman Arrowsmith stated as he puts on his "county hat"; the smaller counties ask where there is money to help them move into the technological arena. Just a small amount of money could help rural Colorado and Jack Arrowsmith would hope that the Board would want to do that.

Gregg Rippey said that he had some conversations with some rural counties but he believes that there is a valid role to help some of them out.

Greg Jenik asked Gregg Rippey how he sees this as a strategic plan. A lot of the discussion was enterprise and he asked Gregg if the thinking needed to change. He also asked Gregg Rippey what is the long-term plan is.

Gregg Rippey replied saying that there is some base structure. The key is to sit with Secretary Mike Coffman, the Board Treasurer, to see what kind of money the Board is looking at and see if it will only look better. SIPA's contract with CI, which Gregg Rippey said he wished he had pushed for more, has a fixed revenue dollar amount of \$450,000 and a planned revenue share percent of 2%.

Senator May asked Dan Morrison if it would be possible for CI to look at other states. Senator May looked at Kansas and there was a big fight over the excess sum of money.

Dan Morrison said that a number of states have a similar set up. He believes that the Board in Kansas could not decide and sat on a large sum. Dan Morrison said he would find out and let Senator May know.

Chairman Arrowsmith stated that there is a lot of committee work that needs to be done.

***ACTION ITEM: Finance Committee Meeting.***

### III. New Business

#### A. Executive's Directors Update, Gregg Rippy

Gregg Rippy said that it appears that it is Bob Feingold's last meeting. Gregg would like to give his personal thanks; Bob Feingold has been a mentor and friend to Gregg and what he has added is invaluable. All the success of the Portal is thanks to Bob Feingold.

#### Discussion:

Senator May said that there's nothing this Board says that he could not be on the Board as a non-voting member.

Richard Westfall clarified that it is in the statute and by-laws that there can be a non-voting member on the Board of Directors.

**MOTION:** To approve Bob Feingold back on the Board of Directors as a Non-Voting Member.

Senator May/Mike Coffman

*Approved unanimously*

#### *Executive Director Report (Continued)*

Gregg Rippy stated that they had been waiting for the Senate confirmation for Greg Jenik, but was given short notice about the committee meeting. Greg Jenik was unable to attend, so his confirmation will take place next session. He is still a voting Board Member. There will be other Members of the Board that will need to be confirmed at that time as well.

#### *EGE Agreements*

SIPA has a new EGE Agreement with the Department of Local Affairs. There were some questions on whether the agreement was valid and Richard Westfall was able to talk to the right person and got it figured out finally. The Jefferson County EGE Agreement is signed and complete. Hopefully this will be sufficient for all other counties.

**ACTION ITEM:** Hand out updated EGE Agreement List at each meeting.

#### *Partner Meeting*

Gregg Rippy spoke with Chairman Cadman and he is going to be coming to Board at later meeting to send some of the Board members to the NIC Partner Meeting in Portland, OR (sometime in October).

#### Discussion:

Chairman Arrowsmith asked Gregg Rippy how much this would cost.

Senator May asked how long the event is.

Gregg Rippy replied that it is about three days or so and he will have firm numbers at the next meeting. When he participated in Denver, each state reads out a project.

Chairman Arrowsmith concurred that were applications from each state as he was there the last day. He said that it is extremely valuable and very important to have representation.

Dan Morrison said that over the last three years there are great opportunities where each portal showcases their applications. It is a very select group and really good experience.

Senator May said that last conference there was a list on what each state had, and he wondered if that was still available.

Dan Morrison recalled that it was a one-pager and he would find copy and hand that out. Everyone has a password for the NIC website.

**ACTION ITEM: Distribute passwords to the Board Members for the NIC website.**

**ACTION ITEM: Go through NIC Website to look at other State's Applications.**

*Executive Directors Report (continued)*

Gregg Rippy restated he would continue to attend the CIO Forum and report about the Portal. This month the SIPA staff will go to the CIMA conference along with CI. It is the one chance to see people who are doing all of the work behind the scenes, and therefore, it is very valuable.

**Discussion:**

Senator May said that he does not get in front of the CIOs very often, and if the IMC is done away with, all of the requirements of the IMC will transfer to the OIT. IMC has normally been a presenter, and he is not sure how Mike Locatis will handle this. Senator May asked how this would all be handled and who is in charge now.

Gregg Rippy said that that is a good question and he does not know that answer. Ron Huston and Kim Heldman are the Chair and Co-chair.

**B. Colorado Interactive General Manager's Report, Dan Morrison**

Dan Morrison reported that overall April was a very steady month. CI deployed updates to MIIDB, AID Salesperson Licensing, Governor and Lt Governor Scheduling Request and Measurement Standards Device Licensing service. MIIDB is almost in the final stages. OVRP continues to get a lot of success, and there was a lot of publicity with the Great Colorado Payback. CI is continually modifying new applications.

*The Online Tax Payment Portal (OTPP)*

Dan Morrison reported that the Tax Portal completed over 3,000 transactions over the last 3 tax days. CI had their customer service staff and technical team watching the reports very closely. They received one phone over the two days from someone who was just making sure that they did it correctly. Again, it is a really great partnership with Revenue. Revenue built the application, CI just bolted with it. Dan Morrison said he is looking forward to next year.

**Discussion:**

Senator May said that he like what CI is doing, but normally it is 7.2 billion tax payments.

Dan Morrison said that CI's goal is to increase tremendously next year.

Roxy Huber reminded the Board that this number came with no promotion and without telling anyone that it even existed.

*Content Management System (CMS)*

Dan Morrison reported that the CI staff, Aaron Boyd, trained 7 people from different agencies and 3 sites (Department of Revenue – Taxation Division, the Statewide Internet Portal Authority, and the Colorado Government Association of Information Technology) rolled out this month. This is an important step in the right direction. On page 5 of the GM report, there is a screen shot of the new redesigned OIT site.

**Discussion:**

Gregg Rippy stated that Kathy Gappinger is not from an IT background, but went through the CMS training and was able to complete the CMS migration and now able to make the necessary changes on the SIPA Website. This shows just how easy it is to understand.

*Great Colorado Payback*

Dan Morrison stated that the Great Colorado Payback showed an interesting phenomenon on Colorado.gov this month. State Treasurer Cary Kennedy was seen in the Rocky Mountain News, The Denver Post, Channel 9 News, and other news stations, saying "you may already be a winner...Check out the Great Colorado Payback and find out if your Great-Aunt died and left behind unclaimed savings bonds and diamonds rings in a safe deposit box." Dan Morrison reported that CI went from 4,000 hits on Saturday to 30,000 on Sunday. CI has not seen those kinds of hits in Colorado or in any other state for that matter.

**Discussion:**

Chairman Arrowsmith asked Dan Morrison if there were any challenges or slow downs.

Dan Morrison replied that there were some slow downs, and saw about a 5 or 6 minute time out. SysTest Labs will do some load testing on that application.

Gregg Rippey pointed out that in the Rocky Mountain News Paper yesterday, Denver's server was down due to the City of Denver elections. This may be something that Colorado.gov could help with in the future.

*Marketing*

Dan Morrison reported that CI publicized many press releases in April. The Counties have already figured out that the print, mail, flyers, and posters are very successful for the OVRP and CI is making them readily available. A press release and flyers went out for the Auto Industry's Salesperson Licensing service. This service was picked up by about 20-25 car dealerships to keep them current and licensed.

**Discussion:**

Senator May said that he had a meeting with three Auto Dealers and they said that this application is helping them a lot. Each salesperson has to be licensed for each car they sell. This is a huge help for these people.

Senator May also stated that he brought the Legislative Marketing document that he and Representative Cadman handed out to the Legislators about the Portal. Senator May said that he is getting tremendous cooperation from President Fitz-Gerald, and she knows all about the Portal and what the Board is doing here. She seems really happy with some of the applications.

*Development Queue*

Dan Morrison reported that there are a total of 8 Applications and 8 Websites in Tier 1 (Active Development), 8 Applications and 5 Websites in Tier 2 (Data Gathering), and 9 Applications in Tier 3 (Planning and Consideration). Dan Morrison said that he knows that the Board, such as Senator May and Bob Feingold requested for percent completion numbers on the development queue, but after further investigation, Dan and his team felt that it was more complicated than a simple percent number.

**Discussion:**

Bob Feingold said that he was remiss on what he really meant, and maybe he and Dan Morrison could sit down and talk about what type of tables he could put on the GM Report.

*Portal Metrics*

Dan Morrison reported on page 7 of the GM Report, there were 4331 OVRP renewals in the month of April. Credit cards were the biggest payment method for OVRP. However, for the OTPP it was about half and half for credit cards and e-checks for payment method.

*Financials*

Dan Morrison reported that financially CI is very stable. The most exciting part was the great performance on OVRP with the 4 new counties and 6 existing counties. Overall, \$2.39 million in renewal fees distributed. Due to MIIDB, CI's expenses continue to be steady.

**Other Business/Additional Discussion**

Gregg Rippy reported that Senate Bill 254 adds the State CIO, Mike Locatis as a voting member and an additional private sector Board member for an odd number.

Chairman Arrowsmith stated that he spoke with Chairmen Cadman last meeting and he said that it would be appropriate to have a retreat.

Gregg Rippy asked the Board whether a full day or half day would be better.

Chairman Arrowsmith said that he would prefer a local half-day retreat.

***ACTION ITEM: Plan Board of Directors half-day retreat.***

Roxy Huber asked that when you get a new ID and request to be an organ donor, would it be a possibility through the Portal to make it a selection so that citizens could do that through something like the OVRP.

Secretary Coffman asked if citizens could renew their driver's licenses online.

Gregg Rippy replied not yet, but it is in the Project Queue.

Chairman Arrowsmith stated that many of the applications are non-revenue generating, but Richard Westfall would need to look into this to see since this is a non-governmental group.

Richard Westfall said that since there is currently a relationship between Revenue and the organ donors, it may be appropriate, but the question would be if the Board would be willing to assist with this private entity.

Roxy Huber stated that the vision would go through the Department of Revenues system and they would send out the information. It would just be another way to ask the question if citizens would like to be an organ donor.

Bob Feingold asked that if citizens had the opportunity to do this, how would it be reflected.

Roxy Huber said that there are other ways, and the obvious reason with the driver's license is because it is something that is always with the citizen.

Chairman Jack Arrowsmith said that he would assume the answer would be yes and that the EGE Agreement with Revenue would be sufficient, and Roxy Huber would need to talk with Dan Morrison to move forward with the possible project.

**IV. Agenda Items for Next Meeting**

None specific

**Next meeting is scheduled for:**

Thursday, June 7th, 2007

1:30 p.m. – 4:00 p.m.

Secretary of State's Office

1700 Broadway

Blue Spruce Conference Room, 2<sup>nd</sup> Floor

Denver, CO

**V. Adjournment**

The meeting adjourned at 3:01 PM.

---

Transcribed by Kathy Gappinger  
Statewide Internet Portal Authority  
Executive Assistant